



Construction Management Plans

Policy Type: Local Planning Policy Policy Owner: Director Urban Planning	Policy No. LPP1.22 Last Review Date:
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Introduction

The City of Melville is evolving and significant change has been experienced in a number of the City's key centres and along our key transport routes. For a number of years the City has applied a condition on development approvals requiring a Construction Management Plan to be submitted before building works take place to ensure the amenity impact of construction work is managed and where possible minimised.

This local planning policy (LPP) and the associated Construction and Demolition Management Plan Pro-Forma provides clear guidance to applicants regarding the information to be submitted in a construction management plan. The intent of the LPP is to minimise the impact of construction on adjoining landowners and the surrounding road network and to help to protect the City's assets. It is also intended that the Construction and Demolition Plans and associated Traffic Management Plans will be publically available documents accessible from the City's web-site.

Policy Objectives

The objectives of this policy are:

- To ensure that construction and demolition works are undertaken in a way which has minimal impact on the surrounding community;
- To provide clear guidance to the development industry with regard to the City's expectations;
- To ensure openness and transparency principles are implemented and maintained so that surrounding landowners are aware of the key aspects of the construction staging and progress (including demolition), and to ensure clear processes regarding the receipt and actioning of any customer complaints are established;
- To maintain and protect the City's assets;
- To maintain safe and convenient pedestrian, cyclist and vehicle movement;
- To streamline the construction management process;
- To outline the compliance procedures the City will follow in order to ensure the commitments made in the CMP are followed.

Policy Scope

A condition of development approval requiring the submission of a construction and demolition management plan (CMP) prior to the commencement of development will be applied to the following development approvals:

- All major developments as defined in Local Planning Policy 1.1 Planning Process and Decision Making as development comprising more than 10 dwellings or more than 2,000m² of non-residential floor space;
- Any other development which due to its size, location or any other factor is considered by the City to require a CMP.



The provision of a CMP is required in addition to any other applicable requirements under LPS6, the Planning and Development Act 2005, and any other statutory provisions at the local, state and federal government levels.

Policy Statement

The CMP template which is provided as an appendix to this document outlines the specific detail to be provided in a CMP for the approval of the City. The information in the clauses below is designed to provide guidance to applicants regarding key requirements of the CMP.

1. Site Plan

Where applicable, the City will require appropriately scaled 1:100 or 1:200 site plans, to be provided together with the CMP application, annotated to identify the location of City assets and any proposed temporary facilities including:

- Street trees, signage, kerbing, drainage, street lights and power poles;
- Delivery and storage of materials including the location of a materials hoist;
- Site office and storage sheds;
- Any temporary perimeter/security fencing;
- The location of waste disposal bins and sanitary facilities;
- Identification of construction work zones, if any;
- The location of any scaffolding hoardings or gantries;
- The location of crossovers or other access points; and
- The location of wash down areas for trucks.

2. Stakeholder engagement and complaints management.

Construction activity may result in adverse amenity impacts, particularly for owners and occupiers of adjoining property. While a CMP cannot remove these impacts it can assist in ensuring that stakeholders are kept informed of the construction progress, the measures which are put in place to manage and mitigate the impacts, and provide information regarding a feedback/complaint process to enable the effective raising of 3rd party concerns.

a) Stakeholder engagement and information plan (for major development)

A Stakeholder Information and Engagement Plan shall be prepared and submitted to the City with the Construction Management Plan detailing how the local community and businesses will be kept informed about the development. In preparing the stakeholder engagement plan, the applicant shall liaise with all residents, landowners and businesses which directly abut the construction site as well as those directly opposite. Where a proposed development has the potential to impact on a wider area, through road closures or diversions for example, the stakeholder management plan shall respond accordingly.

The stakeholder management plan should take into account the likely impacts on:

- Safety;
- Amenity; and



- Vehicular activity.

b) Complaints management.

It is expected that issues relating to construction including noise, dust, deliveries, and the behaviour of staff and or contractors should be dealt with onsite in the first instance. Signage specifying the contact details of the site supervisor shall be installed on site and a complaints management plan shall be submitted as a part of the CMP.

The complaints management plan should describe the following:

- To whom to submit a complaint to including contact details;
- When complaints will be responded to;
- How complaints and associated responses will be recorded in a register;
- An escalation process ; and
- An emergency contact.

A copy of the complaints register shall be made available to the City on request.

3. Managing footpaths, verges, roads and City infrastructure.

The applicant is responsible for the protection of City assets during the construction period and for ensuring that the verge and City assets are reinstated to the previous condition to the City's satisfaction once the construction period is complete. The construction management plan shall outline how this will be achieved.

a) Dilapidation Report

The City requires a Dilapidation Report to be submitted detailing;

- The current condition of all City infrastructure adjacent to the worksite. A copy of this report shall be provided to the City as a part of the CMP.
- The current condition of adjacent buildings prior to the commencement of construction. A copy of this report shall be provided to the associated property owners and written confirmation of this shall be provided to the City.

b) Tree protection

Where street trees are required to be protected during the construction phase, a condition of development approval will be applied.

The CMP shall demonstrate how the builder will comply with this condition showing the location of the tree protection zone and methods being employed to ensure the construction and demolition works will not result in any damage to the existing trees. The CMP shall also demonstrate how the tree will be cared for during the construction phase, including mulching and watering, and the trees health will be monitored.

c) Road and footpath obstructions

The construction process should minimise interruption and inconvenience to pedestrians and motorists particularly where this is occurring within activity centres or along key transport routes.



The City encourages the use of gantries or other methods to maintain clear pedestrian access at all times.

A traffic and pedestrian management plan shall be prepared by a suitably qualified consultant to demonstrate how these matters will be addressed.

d) Parking provisions for worksite personnel.

The CMP must demonstrate how adequate parking for worksite personnel is achieved. The City's preference is for all worksite personnel to park off the street either on private property or within off street public parking bays managed by the City or privately.

A transport plan shall be provided detailing the following:

- The number of personnel expected on site at each stage of the development:
- Arrangements which have been made to secure parking off site on a private property, its location and distance to the site (if applicable)
- A suitably scaled map showing:
 - The location of publicly available off-site parking facilities in the locality and the distance to the site.
 - Details of any on street parking, including the distance to the site and any time restriction;
 - Location where parking is not permitted.
 - Location of train station, bus stops, cycle paths or any other active transport options in the near vicinity.
- Measures to be employed to encourage personnel to use active transport options, including the provision of storage on site, financial incentives and the like.

A copy of the transport plan shall be provided to all personnel as a part of the induction process.

e) Management of deliveries.

The CMP should outline how deliveries to and from the site will be managed including the following:

- The times when deliveries will occur,
- The key roads to be used.
- Any road closures which will be required to facilitate the loading and unloading of vehicles.

A work zone may be established during the construction phase to allow for an area of the road reserve to be used exclusively by the builder for deliveries and loading and unloading of vehicles. The Traffic Management Plan provided in support of the proposal needs to address this matter in detail.

f) Structures within the road reserve.

The City may agree to some structures associated with the construction process being located within the road reserve, such as gantries, signage, site offices, amenities and storage areas. A separate application to deposit building materials on a verge or excavate near a street will need to be made to the City along with all relevant information including detailed drawings, relevant certifications and a fee.



The City may also agree to other works within the verge such as temporary crossovers, the use of ground anchors or other stabilising methods. Where these are proposed the CMP shall provide relevant details such as;

- the location of any services below the road reserve;
- consent from the relevant service authorities;
- structural certification;
- detail of how these will be decommissioned or disposed of when no longer in use; and.
- A suitable legal agreement being in place with the City.

4. Environmental management

The Environmental Plan (EP) shall be submitted as a part of the CMP and shall address how noise, vibration, dust, sand and other disturbances to nearby businesses and noise sensitive premises such as residential uses, schools, child care premises and the general public, will be managed. The EP shall also address the impact of any dewatering, acid sulphate soils and hazardous materials.

a) Work hours

It is noted that standard work hours are between 7am and 7pm Monday to Saturday. Work outside of these hours may require separate approval. A request shall be submitted at least 14 days before the work occurring and must be accompanied by a suitable noise management plan.

b) Control of sand and dust

Details of the measures to be put in place to control the drift of sand and dust from the site are required.

c) Vehicle wash downs

A vehicle wash down area must be nominated and details to be provided of the measures to be employed to ensure wash-down material does not enter the road reserve, impact trees or the stormwater drainage system.

d) Control of vibration

Details of the equipment used during the construction phase and measures being employed to control vibration and reduce the impact on the surrounding landowners and road reserve are to be provided.

e) Stormwater management

The City's expectation is that all stormwater is contained on site during the construction program and does not support the diversion of stormwater into the City's drainage network. If the site requires stormwater management during construction a Stormwater Management Plan shall be provided with the CMP.

f) Dewatering



If dewatering of the site is required details of the proposed methodology shall be provided to the City in the CMP. If the dewatering requires approval from separate bodies such as the Department of Water and Environment Regulation, the Department of Biodiversity, Conservation and Attractions or any other body, this should be provided along with the CMP.

g) Waste Management and material recovery

The CMP should demonstrate the methods to be employed to minimise construction and demolition waste. The state target is a minimum of 75% material recovery.

h) Hazardous Material management

If the demolition or site works require the removal of hazardous materials, the CMP shall include a Hazardous Materials Management Plan prepared by a suitably qualified consultant.

5. Site storage and amenities

Where these are proposed to be located on private property away from the construction site, details are to be provided to the City, including:

- Written consent from the landowner;
- A description of the activities and structures required;
- Any relevant drawings;
- The length of time these structures will be on site.

Development approval may be required for these works.

6. Cranes.

The location of proposed cranes shall be provided in the CMP. If the crane is proposed to use the airspace above adjoining properties or the road reserve this should be shown on the plans provided in support of the CMP. Approvals for over sailing of any adjoining properties by the crane will be required from affected property owners. This will help ensure awareness on the part of 3rd party property owners.

7. Staging of works

If construction is proposed in stages, this should be detailed in the CMP. It may be necessary that a separate CMP is provided for each stage, or updated to reflect the activity and associated impacts of the specific construction stage. The need for this will depend on the complexity of the site, the scale of the development, and the associated impacts on the adjoining landowners.

8. Publication and Compliance

Once the CMP, along with all relevant supporting information, is approved, this will become a public document and may be made available to the public on request. For larger developments which have the potential to generate broader impacts of interest to a broader audience, the approved CMP may be made available on the City's website.



Responsibility for complying with the Construction Management Plan rests with the builder and associated personnel. Failure to comply with an approved CMP may result in compliance action having regard to the relevant provisions of the *Planning and Development Act 2005*.

References that may be applicable to this Policy

Legislative Requirements:

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Delegated Authority DA – 020: Planning and Related Matters

ORIGIN/AUTHORITY Item No.

REVIEWS

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